

## **CRAFTSMAN**

**Department:** Department of Public Works  
**Division:** Parks Division  
**Appointing Authority:** Director

**Grade:** 9  
**Revision Date:** 11/19  
**Bargaining Unit:** W

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### **Definition:**

Performs skilled manual work in the general maintenance of recreation areas, athletic fields, parks and playgrounds; carpentry and masonry duties; incidental responsibility for instructing, directing, and organizing small work crews in the operation of those activities; all other work that is logical to the position.

### **Supervision:**

Works under the direct supervision of the Parks Division Crew Chief and the general direction of the Field Supt or Asst Field Supt.

Has no formal supervisory responsibility other than the incidental responsibility for directing small work crews.

### **Job Environment:**

Work is done under typical conditions indoors and in the field outdoors. Work may be performed in adverse weather and environmental conditions; may involve working with hazardous machinery or substances including chain and other types of saws, fertilizers, tractors, trucks, log loader, or other tools and equipment requiring adherence to safety and usage protocol; may involve mechanical testing and service requiring adherence to safety and usage protocol.

Work conditions may involve walking and climbing on flat ground, uneven terrain or hills; exposure to sun, wind, dust, heat, cold, rain, snow, insects, poison ivy, gasoline or diesel fumes, traffic, noise; walking moderate distances; carrying and lifting requiring physical strength and endurance; exposure to hazardous conditions; crouching, reaching, twisting, repetitive motion.

Errors in equipment operation may cause legal or financial repercussions, damage to equipment or facilities, personal injury, injury to colleagues, danger to public health and safety.

May have directive contact with employees in answering questions, solving problems, providing instructions; may have occasional contact with members of the public in answering questions, receiving complaints, conveying concerns or triaging situations where citizenry may be upset or angry.

Errors in judgment and performance may result in damage to or loss of information, delay in or loss of service, possible monetary loss, or adverse legal consequences to the city as well as impact on employee morale, confusion and delay.

Must drive self and/or equipment to job sites and locations as necessary.



**Essential Functions:**

(The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Responsible for the maintenance and care of recreation areas, athletic fields, parks and playgrounds; setting up, laying out and marking of athletic fields, ability to learn maintenance of irrigation system, performs craftsman level carpentry and masonry duties; performs grounds maintenance duties; plants, seeds, rakes, fertilizes and grades, cuts, waters and trims fields and park areas; performs some minor mechanical repair of power mowers, weed wackers, brush saws etc. and other unregistered equipment; constructs and repairs chain link and other fences, benches, grandstands and playground equipment. Performs other general duties such as painting, flooding and maintaining skating areas, maintaining tennis courts and trimming bushes. Establishes grades, follows grades, specifications and prints. Responsible for directing crews in normal conditions or emergency conditions as assigned.

Provides training to those who may be assigned to work crew, responsible set up and safe operation of work zone(s), including the usage of mowers, rototillers, paint machines, weed wackers, hand tools and their maintenance.

**Minimum Qualifications:** *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the necessary knowledge and abilities is:*

**Education and Experience:**

High School or trade school diploma or equivalency required, or, a combination of education and experience that enables performance of all aspects of the position.

Three to five years of responsible experience with a working familiarity of the operational methods, materials, equipment required to perform the duties involved; and, ability to effectuate results for a wide variety of problems in the particular type of work.

**Knowledge, Ability and Skill:**

Knowledge of principles and practices used in assigned area of responsibility; in the methods, techniques, equipment and materials related to parks, recreation and school athletic functions, construction, and maintenance. Understanding of technical aspects and reasons of job, including ability to read and interpret instructions. Ability to communicate effectively orally and coordinate work so as to minimize losses and waste of material, time and productivity. Ability to establish and maintain satisfactory relationships with supervisors, subordinates, coworkers, community representatives, and the general public. Aptitude for and ability to safely operate tools, equipment and vehicles utilized by the division and their general maintenance. Must have working knowledge for use of transit and setting of grades. Must be punctual and perform all aspects of job responsibilities with honesty and integrity. Ability to perform strenuous duties as required.

Working knowledge of principles and practice of turf maintenance, pruning, care of planted beds and decorative shrubbery.

Ability and knowledge to handle ropes in tree removal/trimming operations and to tie knots in conjunction with this work.



Ability and knowledge of standard caution protocol in operating heavy equipment or handling chemicals or other toxic materials; utilization of proper sanitary precautions.

Must demonstrate appropriate time management skills; ability to communicate effectively orally and in writing. Must perform all aspects of job responsibilities with honesty and integrity; must work effectively and independently in situations where deviations and irregularities occur.

**Physical Requirements:**

Ability to read and understand equipment instructions or labels; mechanical ability, aptitude and skill to perform inspections and minor repairs; intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, and using tools and equipment that require a high degree of manual dexterity or flexibility. Must possess manual ability and good coordination; be interested in working outdoors, be physically fit, be alert and safety conscious.

Work is performed in an environment with exposure to noise, chemicals and machinery with moving parts. Requires sufficient eye/hand coordination to perform semi-skilled repetitive movements. Tasks require sound and visual perception and discrimination and may include the use of protective devices. May be required to move heavy objects (50 pounds or more) long distances (more than 20 feet).

Knowledge and ability to work with normal protective equipment; ability to work safely without presenting a direct threat to self or others.

**Special Requirements:**

Must possess valid Massachusetts Class B Operator's License or equivalent from reciprocal State (CDL) with Air Brake and Tanker Certification; hoister licenses applicable to position, ability to obtain MA pesticide license; any other licenses/endorsements required by State or Federal law. Must successfully pass CORI/SORI checks; must have an acceptable driving record and be insurable under city's policy; must pass pre-employment physical and drug screen pursuant to the DOT Regulations. Overtime hours may be required in unusual situations or emergencies.

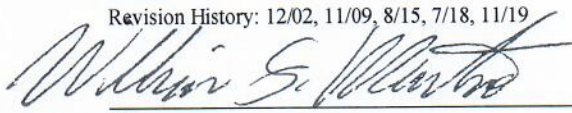
*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

**Approved:**

  
Human Resources Director

  
Department Head

11/26/19  
Date  
Revision History: 12/02, 11/09, 8/15, 7/18, 11/19

  
Mayor